



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF SERVICES ANALYST or
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

\$2,411 - \$3,805 / \$3,764 - \$4,576

**HUMAN RESOURCES MANAGEMENT BUREAU
SACRAMENTO**

Under the supervision of the Labor Relations Officer the position serves as Health and Safety Officer for the Department of Insurance. The position is responsible for the full range of Health and Safety and Illness and Injury Prevention Program (IIPP) activities for the Department.

RESPONSIBILITIES:

The position ensures that IIPPs are written and current for each work site. The position is responsible for identifying and maintaining a network of safety coordinators for each work site and providing training information and assistance to safety coordinators, supervisors and managers as needed. This position will also ensure implementation of remedial and preventive actions and will conduct research and formulate appropriate recommendations for illness and injury prevention. Occasional travel will be required.

DESIRABLE QUALIFICATIONS:

Candidates must demonstrate good oral and written communication skills, reason logically, and have the ability to work well with others. The individual selected should be flexible, able to work well under pressure with short deadlines, prioritize multiple tasks, be organized, and work independently.

WHO MAY APPLY:

Applications will be accepted from current state employees at the Staff Services Analyst and/or Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor; Sacramento, CA 95814. **Please indicate "SSA #191-5157-001 or AGPA #191-5393-001" on the State application.** For additional information, please call (916) 492-3271.

FINAL FILING DATE: **August 25, 2000, or until filled**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

08/15/00